UF Human Resources UNIVERSITY of FLORIDA

USING THE SAP CONCUR MOBILE APP

The mobile app **Home** screen provides access to trips, requests, receipts, approvals, and more. The mobile app reflects the permissions you have for UF GO. If you have approval permissions in the web version of UF GO, then you can access approvals in the mobile app. To download please see **Download UF GO Mobile App Instruction Guide**.

Alert! The delegate function is not available in the mobile app.

SIGN IN

- 1. Open the SAP Concur app
- 2. Enter your UF email address (ex. albert.gator@ufl.edu) and click Next
- 3. Tap Sign in with UF SSO
- 4. Enter your UF Username and Password and complete Duo authentication
- 5. Click the Login button
- Follow the prompt screens and you will see the Home screen
 You can perform many actions that are normally completed using a computer.



SAP Concur C C = Expenses: Manage expenses in Available Expenses Trips: View itinerary for upcoming trips Trips Expenses Reports: Create, View your trips review, and submit Reports Expenses Approvals: Approve Requests List of your expenses and Reports as Financial Approver or Supervisor Travel Requests: Create, Expense Reports review, and submit Requests Review and submit your reports Expenselt: Upload documents Approvals to Available Expenses using Approve items anywhere anytime Create: Create an expense the phone's camera and add receipt Requests Manage your authorizations Book: Make airfare, car Mileage: Create mileage 0 + rental, hotel, rail reservations expense entry Creat Mileag Expensel

For a complete list of features, review the <u>SAP Concur Mobile App – Feature List by Device</u>.

MOBILE APP

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Additional Settings

As a user, you can customize your settings using the following options available in the menu.

- Settings: Customize settings including security, saving receipts in gallery, notifications, etc.
- Connected Apps: Allows you to connect to apps such as Uber and Lyft to upload receipts from travel apps
- Help: Currently unavailable
- Leave Feedback: Allows user to provide feedback directly to SAP Concur
- Sign Out: Sign out from the SAP Concur mobile app
- TripIt: Connect to TripIt app directly from the SAP Concur app

Note: UF GO will not let you sign in if your device does not have a passcode or if your device has been compromised (modified to remove manufacturer restrictions).

FOR ADDITIONAL ASSISTANCE

Technical Issues	Travel Policies and Directives	PCard Policies & Questions
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-392-1241	352-392-1331
<u>helpdesk.ufl.edu</u>	<u>travel@ufl.edu</u>	pcard@ufl.edu